

**General Porter – Doirseoir**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | General Porter – Doirseoir (Band 3)(Grade 4197)  |
| **Remuneration** | The salary scale for the post is (as at 01/03/2025): €35,195 - €37,039 - €38,147 - €38,905 - €39,562 - €40,412 - €40,931 - €41,815 - €42,723.New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | SLIGO 0536 |
| **Closing Date** | Thursday 24th April at 12 noon.**Only fully completed application forms submitted via Rezoomo by the closing date and time will be accepted. No exceptions will be made.****\*\*\*CV's not accepted for this campaign\*\*\***[**https://www.rezoomo.com/job/78017/**](https://www.rezoomo.com/job/78017/) |
| **Proposed Interview Date (s)** | As soon as possible after the closing date.Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Sligo University HospitalA panel will be created from this recruitment campaign from which all future permanent and specified purpose vacancies of full and part-time duration may be filled in Sligo University Hospital / Our Lady’s Hospital Manorhamilton. |
| **Informal Enquiries**  | We welcome enquiries about the role. Contact:**Name:** Martin Casserly**Title:** Environmental & Waste Management Co-Ordinator**Email:** martin.casserly@hse.ie**Tel:** 071 91 72621 ext 72621 |
| **Details of Service** | The West and North West region provides acute and specialist hospital and community services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.The region comprises of 7 hospitals across 8 sites:* [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital)
* [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital)
* [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital)
* [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital)
* [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM)
* Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital

The region’s Academic Partner is NUI Galway.The region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs over 20,000 staff **Vision**Our vision is to be a leading academic Hospital providing excellent integrated patient-centred care delivered by skilled caring staff.**Guiding Principles**Care - Compassion - Trust – LearningOur guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:* Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population.
* Deliver integrated services across the Hospitals and communities, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity.
* Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners.

Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Reporting Relationship** | Reports to the Environmental & Waste Management Co-ordinator or other designated supervisor/manager.  |
| **Purpose of the Post**  | **General Porter primary role is:**The General Porter role at Sligo University Hospital (SUH) is responsible for indirect care general not patient portering duties such as waste management, transporting waste, stores, equipment, deliveries. |
| **Principal Duties and Responsibilities** | **General Duties & Responsibilities** * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make the principle a reality for every patient to the greatest possible degree.
* To attend for duty as assigned by relevant line manager at such hours as he/she determines from time to time
* To undertake and attend training & retraining courses as requested by Line & Hospital Management.
* To adhere to SUH Uniform policy and ensure the uniform prescribed must be worn at all times and other protective clothing, gloves etc., must be utilized as required by Hospital Uniform Policy and as appropriate to are of service
* To be accountable for the provision of your work and preform in a manner that is efficient, effective and to the highest standard.
* To demonstrate a friendly and co-operative attitude towards visitors/relatives and staff
* To carry out duties assigned and maintain the highest standard of work performance in line with relevant HSE and local Policies and procedures such as, HIQA Standards for Better Safer Healthcare, Infection Prevention and Control, Hygiene policies/procedures and Health and Safety.
* To be aware and comply with policies, directives, guidelines and recommendations from statutory bodies in relation to **Waste Management** including HIQA standards, Dangerous Goods Safety (DGSA), Infection Prevention and Control, Hygiene related policies, Health and Safety and Environmental Health.
* To be aware of Statutory Occupational Health and Safety Legislation under the Safety, Health & Welfare Act, 2005.
* To take reasonable care for his or her own actions and the effect that these may have upon the safety and wellbeing of others.
* Maintain the confidentiality of all information made available to him / her during the course of his / her work
* To liaise closely and work together with all members of staff.

**Role Specific Duties & Responsibilities** * Waste management- The postholder is responsible for front line waste management duties across SUH and undertaking above duties in keeping with relevant HIQA Standards and waste management Policies.
* To work as part of a team in the emptying of waste bins, waste holds and other waste receptacles across the entire SUH campus.
* Transportation of all waste strands including healthcare risk waste, general waste, recycling waste, food waste, confidential waste, bulk waste to the waste holding compound
* Ensuring the correct segregation and storage of waste awaiting collection by waste contractors.
* To ensure waste management trolleys, waste compound areas are kept clean and tidy and to the highest possible standards
* To take all necessary steps to ensure the maximum security in the waste management department (locking storage areas) and to report any faults, concerns promptly
* Washing and cleaning of waste bins and receptacles across hospital wards to maintain good hygiene and Infection control practices and prevent the spread of infection.

 * Transportation of equipment, deliveries and stores.
* Assisting departments with office moves and clear outs as required
* To operate and carry a bleep

 * To ensure proper use of cleaning materials and any equipment used in the discharge of the role, reporting any defects for repair or hazards, to the appropriate line manager.
* To hold a full clean drivers licence and be able to drive a van as required.
* To maintain any records, checklists and documentation as required
* To have a keen interest in Green Campus, quality improvement initiatives, support standards/targets on waste reduction, segregation of waste, encouraging recycling and reuse
* To carry out any other duties relevant to the post as may be allocated by Waste Co-ordinatoror or other designated manager

**Health & Safety including maintaining a safe environment:***The General Porter will:** In accordance with Health and Safety at work policy, observe all rules relating to Health and Safety and Conduct at Work and to use any equipment provided in a safe and responsible manner.
* Adhere to local procedures reporting to and leaving duty
* Be aware of risks and minimise same where possible. Be aware of fire exists, keep exits free from obstruction, attend mandatory fire training and participate in fire drills.
* Conduct his / herself in a manner that ensures the safe care of patients/ residents/ service users
* Report any accidents, near misses or incident which may compromise the health and safety of patient/ resident/ service user/ staff/ visitors to the Person in charge and take appropriate action in line with local policies and procedures.
* Report any broken or unsafe items, equipment faults that need repair and take them out of circulation as required in keeping with service policy
* Report any maintenance issues promptly in keeping with service policy

**Communication and Teamwork:**Effective communication is a core skill required by *General Porter.* These skills will be used to provide a caring service to the public in a courteous and effective manner.*The General Porter will:** Operate in accordance with the values of the HSE. These values include integrity and openness, respect and support, caring and loyalty to the organisation (Dignity at work Policy).
* Deal courteously with patients/ residents/ services users, their family, with visitors, other healthcare workers and with anyone whom they come in to contact in the course of their duties.
* Communicate effectively with all grades of staff and disciplines contributing to effective team working. Respect culture and diversity within the team. Strive to foster good working relationships within the team including handling conflict. Work effectively and co-operatively with colleagues in all disciplines. Develop and maintain good interpersonal relationships.
* Participate in maintaining a physical environment that communicates peace, comfort and caring to patients/ residents/ service users and their families.

**Education & Training:***The General Porter will:** Attend induction and mandatory in-service training courses
* As directed, participate in the induction of new staff
* Participate in team based development, education, training and learning.
* Participate in appraisal and the development of a personal development plan in conjunction with his / her line manager.

**Administrative Duties:***The General Porter will:** Attend staff meetings and contribute constructively to the smooth running of the relevant service area as required.
* As required update records in line with local policy relevant to the role assigned

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder will be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.  |
| **Eligibility Criteria****Qualifications and/ or experience** | Candidates must, on the latest date for receipt of completed application forms for the post, possess: **Professional Qualification and Experience** 1. Possess a 2nd Level education to Junior / Leaving Certificate Level.

AND1. Have a minimum of 1 year relevant employment in a nursing home or hospital or day care facility within the last 5 years

OR1. Have a minimum of 1 year experience dealing with the public/customer services as relevant to the role.

**Health** A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character** Each candidate for and any person holding the office must be of good character |
| **Post Specific Requirements** | Ability to demonstrate a depth and breadth of experience in Green Campus, quality improvement initiatives to support standards/targets on waste reduction, segregation of waste, encouraging recycling and reuse initiatives |
| **Other requirements specific to the post** | * Flexibility regards working hours to meet the demands of the service
* Hold a full clean drivers licence and be able to drive a van as required.
* Possess a competent level of spoken and written English.
* The role operates 7 days a week and includes weekend work, shift work, unsocial hours as required.
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| **Skills, competencies and/or knowledge** | Demonstrate the following:**Planning and Organising*** Demonstrate evidence of ability to plan work effectively and efficiently.
* Demonstrate flexible approach – to working hours, rostering e.g. unsocial hours/shift work, night duty, on call, attitude to work
* Demonstrates ability to manage deadlines, prioritise and handle multiple tasks
* Demonstrates evidence of time management and know how to prioritise workload
* Reports, documents and records incidents and complies with local policy in relation to records, as appropriate.

**Teamwork*** Demonstrate ability to work under direction or as part of a team.
* Demonstrate motivation and an innovative approach to job.
* Demonstrates respect to patients/ residents/ service users and staff
* Engages with Line Management & Colleagues to improve patient/ resident/ service user experience and outcomes

**Commitment to Providing a Quality Service** * Demonstrates commitment to providing a quality service.
* Demonstrate evidence of ability to empathise with and treat patients/ residents/ service users, relatives and colleagues with dignity and respect.
* Demonstrate motivation to fulfil the role and contribute to improving the service.
* Demonstrate the ability to maintain confidentiality.
* Is aware of “Person centred care” and understand need to follow care plans.

**Professional Knowledge*** Demonstrate evidence of knowledge of regulations and standards including but not limited to Waste Management, Sustainability, Health & Safety, Environmental Health, HIQA and the requirements in this role to adhere to same.
* Demonstrate knowledge to carry out the duties and responsibilities of the role
* Demonstrate knowledge in the area of waste management
* Demonstrate an ability to apply knowledge to best practice
* Demonstrate a commitment to continuing professional development
* Demonstrate ability to work under pressure
* Demonstrate a commitment to assuring high standards and strive for a patient/ resident/ service user centred service
* Understands the importance of hygiene practices
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Terms and Conditions of Employment**

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| **Tenure**  | The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)